

NOTICE

General Information on Vermont New Hire Reporting Requirements

Welfare reform legislation, also known as the Personal Responsibility and Work Opportunity Reconciliation Act, enacted in 1996, provides for strong measures for ensuring that children receive financial support. New Hire Reporting is an integral part of this legislation. New Hire Reporting is a process by which you, as a Vermont employer, report information on newly-hired employees to the Vermont Department of Labor (VDOL). States will match new hire reports against their child support records to locate parents, establish an order for child support, or enforce an existing order. This information is also transmitted to the National Directory of New Hires which allows the Federal Office of Child Support Enforcement to assist States in locating parents on a national level.

New Hire Reporting will result in significant increases in child support collections, reduction in welfare payments, and millions of dollars saved in Medicaid and Food Stamps. New Hire Reporting can also benefit employers by reducing unemployment and worker's compensation fraud.

This law is **effective October 1, 1998**. This law requires you to report minimal information for each new employee hired or rehired on or after October 1, 1998.

Who must I report?

All hired or rehired employees for whom you complete a W-4 form.

What must I report?

- Employer name
- Employer address
- Federal Employer Identification Number (FEIN)
- Employee name
- Employee address
- Employee Social Security Number
- Date employee actually began working

When must I report?

- Within 20 days of hiring or rehiring an employee.
- For Magnetic or electronic reports: 2 monthly transmissions not less than 12 days or more than 16 days apart.

Where do I report?

VDOL – New Hire Reporting
5 Green Mountain Drive
P.O. Box 488
Montpelier, VT 05601-0488

How do I report?

- Internet
- Electronic / magnetic media
- Fax
- Mail

Methods of Reporting

You may choose one of these convenient reporting methods:

- ◆ **Internet:** This allows quick and easy online reporting. New Hire Reporting forms for mailing or faxing can also be downloaded from this website:

<http://www.labor.vermont.gov>

- ◆ **Magnetic Tape and Diskette:** Data specifications can be obtained online at www.labor.vermont.gov or by calling the Vermont Department of Labor at 802-828-4253.
- ◆ **Forms:** Submit your new hire information using the Vermont Department of Labor's *New Hire Reporting Form* or create your own form ensuring that it includes the seven required data elements.
- ◆ **W-4 Form:** After a new hire completes this federal form, fill in the required employer information on line 8 and 10 of the form. Be sure to include the date employee actually began working. Fax or mail a copy of the W-4 form to the Vermont Department of Labor.
- ◆ **Fax:** The following to the Vermont Department of Labor:
 - the Vermont Department of Labor's *New Hire Reporting Form*, or
 - a form you created that includes the seven required data elements, or
 - a copy of the W-4 form, to: **Fax: (802) 828-4286**

- ◆ **Mail:** You can also mail the above forms, magnetic tape or the diskette to:
Vermont Department of Labor
New Hire Reporting
5 Green Mountain Drive
P.O. Box 488
Montpelier, VT 05601-0488

For additional help or information about Vermont New Hire Reporting call the Vermont New Hire Help Line to talk to a customer service representative:
(802) 241-2194 or Toll Free 1-800-786-3214.

Magnetic Media New Hire Reporting Specifications

Magnetic cartridges must be able to be read on IBM 3480 cartridge drives. Cartridges using the IBM standard label must read **"New Hire"**. These cartridges must also use standard header/trailer labels. Do not compress the data.

Diskettes must be 3-½ inch IBM DOS formatted. On all diskettes, the file must be named **"New Hire"**. All diskettes should be virus checked before submission.

All diskettes and cartridges must have an exterior label with the following information:

- Employer Name/Payroll Service Bureau
- Contact Person
- Phone number

NOTE: Payroll Service Bureaus may submit multiple employers on the same file.

Diskettes and cartridges should be submitted twice a month, not less than twelve (12) days and not more than sixteen (16) days apart. Due to the high cost of envelopes and postage, diskettes will not be returned.

**Contact Person for
Magnetic-Media-Cartridge,
Diskettes, or Compact Disc Reporting is:**

Lucile Keene at 802-828-4253

E-Mail address: lucile.keene@state.vt.us

Diskettes and cartridges are to be sent to:

Vermont Department of Labor
Attn: Magnetic Media Specialist
P.O. Box 488
Montpelier, VT 05601-0488

NEW HIRE RECORD FORMAT SPECIFICATIONS

Location	Field	Field Picture	Description	Required/Optional
1	Record type	X	Always 2	R
2-16	Employee Last Name	X (15)	No special characters	R
17-31	Employee First Name	X (15)	No special characters	R
32-32	Employee Middle Initial	X	No special characters	O
33-62	Employee Address line 1	X(30)	No special characters	R
63-92	Employee Address line 2	X (30)	No special characters	O
93-107	Employee City	X (15)	No special characters	R
108-109	Employee State	XX		R
110-114	Employee ZIP5	X (5)		R
115-118	Employee ZIP4	X (4)		O
119-127	Employee SSN	9 (9)	All zeros will be rejected	R
128-135	Employee date of hire	9 (8)	CCYYMMDD	O
136	Filler	X	Fill with spaces	O
137-144	Employee date of birth	9 (8)	CCYYMMDD	O
145-147	Filler	X (3)	Fill with spaces	O
148-177	Employer Name	X (30)	No special characters	R
178-207	Employer Address line 1	X (30)	No special characters	R
208-237	Employer Address line 2	X (30)	No special characters	O
238-252	Employer City	X (15)	No special characters	R
253-254	Employer State	XX	No special characters	R
255-259	Employer ZIP5	X (5)		R
260-263	Employer ZIP4	X (4)		O
264-272	Employer Federal EIN	X (9)		R
273-300	Filler	X (28)	Fill with spaces	O

Carriage Return/Line Feed must be at the end of each Record. (column 301)

or FAX to: 802-828-4286



DEPARTMENT OF LABOR

This information may also be submitted through the internet at the following address: <http://www.labor.vermont.gov>

REPORTING FORM

or FAX to: 802-828-4286

[illegible]

NOTE: All new hires must be reported within 20 days of the date of hire. The date of hire is the first day the individual performs services for you.